



CITY OF ALLENTOWN ANNOUNCEMENT

THE CITY OF ALLENTOWN IS RECRUITING APPLICANTS
TO ESTABLISH A POLICE OFFICER ELIGIBILITY LIST

TITLE:

POLICE OFFICER
Department of Police

REQUIREMENTS:

- Be a citizen of the United States
- Be at least 20 years old when he/she files an application and at least 21 years old to be appointed to the position of Police Officer
- Possess a high school diploma or a graduate equivalency diploma
- Possess a valid motor vehicle operator's license prior to appointment
- Be physically and mentally fit to perform the full duties of a Police Officer
- No residency requirement to apply or be hired

Non-refundable application fee of \$60.00 (certified bank checks or money orders only, no personal checks or cash) must be returned with the application

SALARY:

\$52,200.00 per year with excellent benefits and vacation

HOW TO APPLY:

On our website at www.allentownpa.gov or in-person at:
City of Allentown
City Hall, Human Resources Department, Room 233
435 W. Hamilton Street
Allentown, PA 18101-1699

PHYSICAL FITNESS:

Testing will be held **during May 16th – May 20, 2016** – test information such as time and location will be mailed to all qualified applicants

WRITTEN EXAM:

Test information such as time and location will be mailed to all qualified applicants

ATTACHMENTS:

Application and Police Officer Job Description

STUDY GUIDE:

The study guide for the written examination will be available through the testing company's website. Information regarding the study guide will be provided with the letter regarding the physical fitness test.

DUE DATE:

Applications must be received in the Human Resources Office no later than Thursday, March 31, 2016 at 4:30 p.m. **Applications received after the deadline will not be considered, no matter when post marked.**

The Civil Service Board Rules regarding hiring procedures which includes a listing of Automatic Eligibility Disqualifications (Part I, Rule II, Section 4) can be found on the following page or on the City's website (www.allentownpa.gov).

Under no circumstances shall this application packet constitute a contract, an offer of employment or the solicitation of an offer of employment. **EOE**

City of Allentown Civil Service Board Rules Governing Appointment of Police Officers

Section 4. Automatic Eligibility Disqualifications

The Board shall not examine an applicant or, after examination, shall not place an applicant upon the eligibility list or certify the applicant for employment if it determines that one or more of the following disqualifications applies to the applicant:

- a) Does not meet any of the established preliminary requirements or has not filed all of the documents listed in the preceding sections.
- b) Does not meet the standards established by the Municipal Police Officers' Education and Training Commission.
- c) Was dishonorably discharged from any branch of the military service.
- d) Failed to register with the Selective Service System.
- e) Intentionally falsified, omitted, concealed or misrepresented any material information during any portion of the current or any prior employment application process for a position with the Allentown Police Department, including, without limitation, polygraph/CVSA Screening Booklet and interview.
- f) Has been convicted in any state of an offense for which more than one year in prison can be imposed as a punishment.
- g) Has been convicted of False Swearing (18 Pa.C.S. §4903), Unsworn Falsification to Authorities (18 Pa.C.S. §4904) or an equivalent offense in another state.
- h) Has been convicted in any state of an offense that results in a prohibition against possession of a firearm.
- i) Has engaged in the following drug usage:
 - 1. Use of marijuana or steroids (oral or injected) within three years of the application date.
 - 2. Abuse of prescription drugs within five years of the application date.
 - 3. Use of cocaine, barbiturates, inhalants, designer drugs, or hallucinogens within five years of application date.
 - 4. Use, at any time, of methamphetamine, heroin or an injected controlled substance.
- j) Has two or more convictions for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- k) Has been convicted within five years of the application date of driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- l) Has been placed on Accelerated Rehabilitative Disposition (or equivalent disposition in another state) within one year of the application date for driving under the influence of alcohol or controlled substance or an equivalent offense in another state.
- m) Has at any time had his or her driver's license revoked in any state.
- n) Has at any time incurred three or more suspensions of his or her driver's license (including a combination of suspensions in any state).
- o) Has within three years of the application date incurred a second suspension of his or driver's license (including a combination of suspensions in any state).
- p) In addition to any of the other Automatic Eligibility Disqualifications, has two or more convictions of any of the following offenses (or equivalent offenses in another state) within seven years of the application date:
 - 1. Accidents involving damage to attended vehicle or property (75 Pa.C.S. §3743).
 - 2. Driving without lights to avoid identification or arrest (75 Pa.C.S. §3734).
 - 3. Drivers required to be licensed (75 Pa.C.S. §1501).
 - 4. Required financial responsibility (75 Pa.C.S. §1786).
 - 5. Obedience to authorized persons directing traffic (75 Pa.C.S. §3102).
 - 6. Meeting or overtaking school bus (75 Pa.C.S. §3345(a)).
 - 7. Maximum speed limit (31 miles per hour and over) (75 Pa.C.S. §3362).
 - 8. Racing on highway (75 Pa.C.S. §3367).
 - 9. Reckless driving (75 Pa.C.S. §3736).
 - 10. Accidents involving damage to unattended vehicle or property (75 Pa.C.S. §3745).
 - 11. False reports (75 Pa.C.S. §3748).

City of Allentown
Position Description

Class Title: Patrolman
Grade Number: 02P
Department: Police
Union: FOP

GENERAL PURPOSE

Performs a variety of duties as outlined below.

SUPERVISION RECEIVED

Works under the supervision of the Sergeants, Lieutenants, Captains, Assistant Chiefs of Police and the Chief of Police.

SUPERVISION EXERCISED

May exercise supervision over civilians and/or para-police employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of a police supervisor, works from department policies and procedures to accomplish the following tasks, including, but not limited to:

- Enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons; and maintain peace and order within the City of Allentown.
- Develop and maintain a working knowledge of the appropriate federal, state and local laws, statutes and ordinances in order to ensure action in accordance with the legal requirements.
- Develop and maintain a working knowledge of judicial case law in the areas of self-incrimination; right to counsel; arrest, search and seizure; interrogation and confessions; and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.
- Operate a police vehicle within assigned geographic area at the direction of supervisor or own discretion according to standard police techniques and strategies in order to deter and detect criminal activity.
- Investigate the activities of suspicious persons as encountered or upon citizen complaint using standard police techniques and in conformance with the legal requirements in order to determine the identity, activity, and reason for the presence of the suspicious person.
- Remain alert to the emergency needs of citizens and take the appropriate action to protect life and property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Issue citations for violations of the Pennsylvania Vehicle Code and local ordinances as observed or determined in conformance with legal requirements and Department policies and procedures in order to ensure conformity with traffic laws and to prevent traffic accidents.
- Direct vehicular traffic as required in order to ensure a safe, orderly flow of traffic.
- Execute warrants in conformance with legal requirements and Department policies and procedures in order to comply with court order.

- Interrogate suspects in accordance with legal requirements and Department policies and procedures using standard interrogation techniques and strategies in order to obtain information and/or a confession in reference to criminal activity.
- Search individuals and their personal property after taking them into custody in compliance with legal requirements and Departmental policies and procedures using standard police search techniques to ensure the safety of the officer, other Department personnel, and arrested persons.
- Incarcerate arrested persons as required in accordance with legal requirements and Department policies and procedures using standard police techniques in order to detain arrested persons pending further investigation and/or processing through the criminal justice system.
- Counsel juveniles and adults and when deemed appropriate refer them to the person or agencies where they can obtain further assistance.
- Strive to maintain self in good health and physical condition.
- Assist any other officer in the preliminary or follow-up investigation of a case.
- Assist prosecuting attorneys in the preparation of court cases and, when required, testify at all judicial trials and hearings.
- Assist and comply with the procedures of the Lehigh County Courts, Prison, Detention and Juvenile Probation Office.
- Maintain a professional decorum and display a proper attitude in all dealings with citizens, superiors and other Department personnel.
- Promptly and properly prepare and submit the required reports obtained as a result of any official assignment or investigation.
- Attend training courses upon assignments to increase and enhance professional knowledge and skill levels.
- Make presentations and speeches to community organizations and groups, as assigned.
- Assist in the securing of crime scenes and in the gathering and processing of evidence.
- Maintain an open relationship with area law enforcement officers/agencies in order to exchange information and to facilitate cooperative efforts.
- Work with youth in Allentown to help them understand and comply with laws and set examples for youth.
- Provide any service that is necessary for the furtherance of the Department's mission and objectives.
- Perform other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

General:

- (A) Citizen of the United States.
- (B) Be at least 21 years old to be appointed to the position.
- (C) Valid motor vehicle operator's license.
- (D) Physically and mentally fit to perform the essential duties of a Patrolman.

Education and Experience:

- (A) High school diploma or Graduate Equivalency Diploma.
- (B) Fulfill the written, physical, and oral examination requirements of the Allentown Police Civil Service Board for entry-level applicants.
- (C) Maintain Act 120 Certification.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- (A) Some skill in operating the tools and equipment listed below.

- (B) Ability to learn the applicable laws, ordinances, and department rules and regulations.
- (C) Performs work requiring good physical condition.
- (D) Ability to communicate effectively orally and in writing.
- (E) Establish and maintain effective working relationships with subordinates, peers and supervisors.
- (F) Exercise sound judgment in evaluating situations and in decision making.
- (G) Ability to follow verbal and written instructions.
- (H) Ability to handle stressful situations.
- (I) Meet specific attendance and scheduling requirements.

TOOLS AND EQUIPMENT USED

Requires the daily use of Police car and Police radio, radar gun, handgun and other weapons as required, handcuffs, tasers, and first aid equipment. Also requires intensive daily use of personal computer and networked computer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to stand, walk, use hands to operate tools, or controls, reach with hands and arms, climb or balance, kneel, crouch, or crawl.

PHYSICAL DEMANDS

Applicants shall have visual acuity of at least 20/70, uncorrected in the stronger eye, correctable to at least 20/20; and at least 20/200, uncorrected in the weaker eye, correctable to at least 20/40. In addition, the applicant shall have normal depth and color perception and be free of any other significant visual abnormality. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies.

SELECTION GUIDELINES

Formal application, rating of education and experience, appropriate Civil Service Board testing including written, physical fitness, and oral interview; background check, credit, and reference check; psychological examination and medical evaluation, including drug panel screening required after employment offer; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



DUE DATE:
THURSDAY, MARCH 31, 2016
MUST BE RECEIVED BY 4:30 P.M.

**CITY OF ALLENTOWN CIVIL SERVICE BOARD APPLICATION FOR POLICE OFFICER
AN EQUAL OPPORTUNITY EMPLOYER**

Attach and submit a \$60.00 non-refundable CERTIFIED BANK CHECK OR MONEY ORDER (no personal checks) made payable to the City of Allentown along with this application.

Completed applications are to be hand-delivered or mailed to the following address:

City of Allentown
City Hall, Human Resources Department, Room 233
435 W. Hamilton Street
Allentown, PA 18101-1699

Please note that any applicant found not to meet the General Requirements during any phase of the Entry Level Selection procedures will be immediately disqualified. The applicant will be notified in writing.

General Qualifications for Applicants

- | | | |
|---|------------------------------|-----------------------------|
| 1. Do you now possess a current valid driver's license? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Are you at least twenty (20) years old?
(You must be twenty-one (21) years old at the time of appointment.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do you possess a High School Diploma or Certified Equivalent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Are you a U.S. Citizen? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Are you claiming Veteran's Preference? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. If yes, can you provide a non-returnable copy of a DD214 (Member 4)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please note that upon further testing after the written examination, you will need to provide Human Resources with the appropriate supporting documentation of the aforementioned items. Copies of documents will NOT be accepted with this application.

1. NAME _____
First Middle Last

2. ADDRESS _____
Street City State Zip Code

3. TELEPHONE NUMBER _____

4. MOBILE OR ALTERNATE TELEPHONE NUMBER _____

5. EMAIL ADDRESS _____

6. SOCIAL SECURITY NUMBER _____

AUTHORIZATION AND CONSENT FOR RELEASE OF PERSONAL INFORMATION

As part of a normal procedure for processing applications, The Allentown Police Department conducts background checks on potential employees. In order to continue the application process, a signed authorization and consent for release of personal information form is required.

I, _____, hereby authorize The Allentown Police Department, and/or its agents to fully investigate my background, which I understand may include information regarding my references, character, past employment, education, credit history, driving record, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment now and, if applicable, during the time of my service with The Allentown Police Department.

I hereby authorize and request any prior or present employer, law enforcement agency, credit investigation agency, financial institution, banks, lending company, credit card company, educational institution or other individuals or entities having personal data about me to furnish The Allentown Police Department or any of The Allentown Police Department's agents, with any and all records, files and other information (including police records and juvenile records) in their possession with respect to me, in connection with my application for employment with The Allentown Police Department.

Further, I hereby release from any and all liability and hold harmless all persons, institutions, or corporations supplying this information to The Allentown Police Department, and release from any and all liability and hold harmless The Allentown Police Department and its agents, from receiving and using such information. Upon written request from me, the City, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I understand and acknowledge that this Authorization is not an express or implied contract of employment nor shall it be interpreted as such.

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge. I also know that a facsimile (FAX) or photographic copy of this Release Agreement is as effective as the original.

This Release Authorization is valid for two (2) years from the date set forth below.

Applicant Signature: _____ Today's Date: _____

Printed Name: _____
First Middle Last

Street Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Maiden Name: _____ Other last names used: _____



CITY OF ALLENTOWN

EQUAL EMPLOYMENT OPPORTUNITY DATA

The City of Allentown has a moral and legal commitment to provide equal employment opportunity and nondiscrimination in employment policies and practices on the basis of race, color, religion, sex, gender identity, sexual orientation, veterans status, political opinions or affiliations, lawful activity in any employee organization, national origin, age, disability, marital status, use of support animals because of physical disability of any individual or independent contractor, or because the user is a handler or trainer of support or guide animals. We are also required to make periodic reports based on these categories and are in violation of the law if we do not make such reports; therefore, we ask that you fill in the information requested below.

This information will not be used in any way to evaluate qualifications for employment or job performance. It will be used for statistical purposes only and will be kept in a confidential file separate from the attached application for employment. Please note that completion of this form is not mandatory.

Thank you for your help in this matter.

Please check where applicable (see other side for explanation of categories):

- | | |
|---|--|
| <input type="checkbox"/> White (Non-Hispanic or Latino) | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black (Non-Hispanic or Latino) | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Handicapped or Disabled |

Sex: ☐ Male
☐ Female

Date of Birth: _____

Age: _____

Are you a Veteran? Yes ☐ No ☐

Are you a Disabled Veteran? Yes ☐ No ☐

If yes, what is your VA disability rating? _____ %

There are no clear-cut scientific definitions of race that can be used for these categories. For these reporting purposes, a person may be included in the group to which she or he appears to belong, identifies with, or is regarded in the community as belonging to; however, no person should check more than one race/ethnic category. General definitions are as follows:

- a) The category "White" (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- b) The category "Black" (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- c) The category "Hispanic": All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- d) The category "Asian or Pacific Islander": All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, this area includes China, Japan, Korea, the Philippine Islands, and Samoa.
- e) The category "American Indian or Alaskan Native": All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

The definition to be used for "Handicapped or Disabled" is:

"A person with a handicap or disability is any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities, who has a record of such impairment, or who is regarded as having such an impairment."